



Supplier Portal User Guide

Invoices and Payments



This step-by-step guide will review how view and create invoices and view payments.

If you need assistance please contact suppliersupport@chattanooga.gov or (423) 643-7230.

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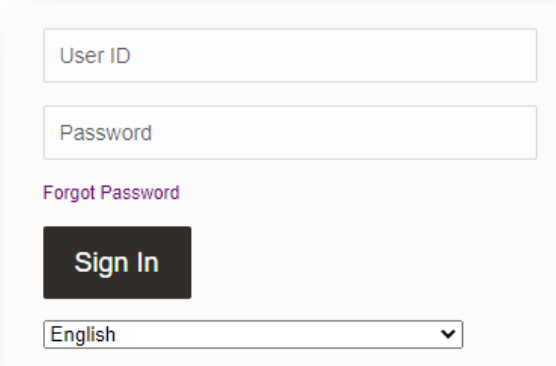
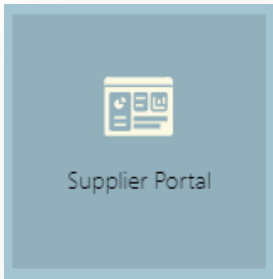


View Invoices

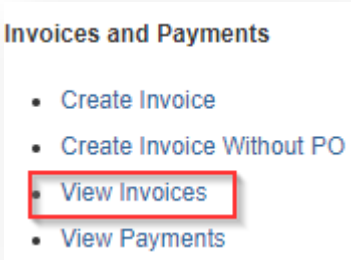
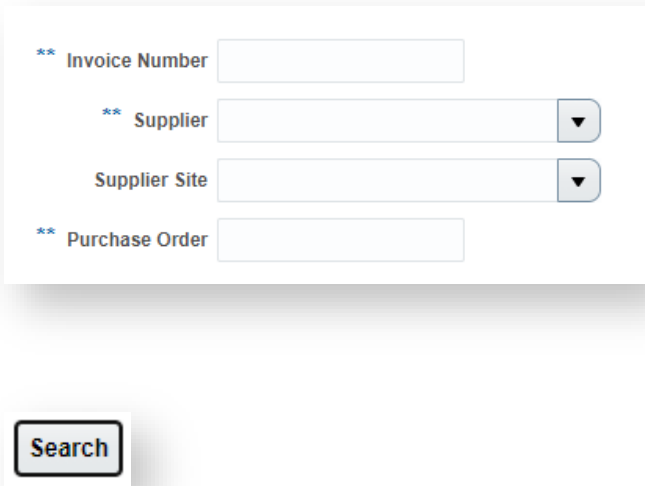
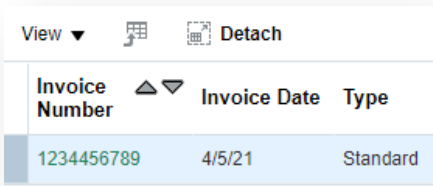
Role: Supplier Bidder, Supplier Sales Representative, Supplier Accounts Receivable Specialist, Supplier Customer Service Representative

Objective: Learn how to view invoices.

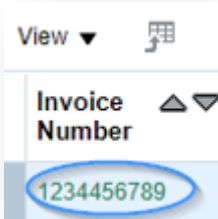
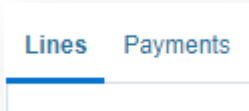
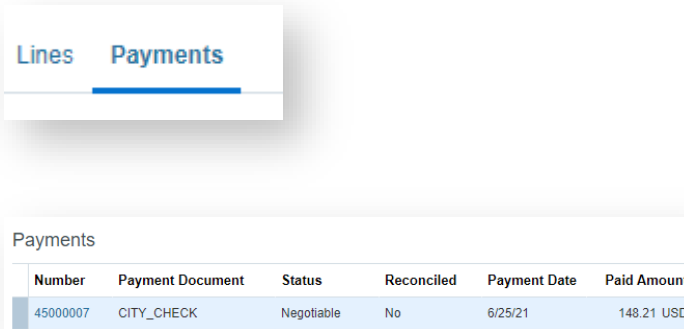
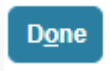
Navigation Path: Home Page > Supplier Portal

Step	Step Description	Navigation Hint
1.	Log into Supplier Portal .	
2.	On the Home Page click on the Supplier Portal icon. Note: You can access the functional tiles by clicking the Navigator icon in the upper left-hand corner of the page or clicking the homepage's functional area.	



Step	Step Description	Navigation Hint						
1.	From the Tasks menu click the View Invoices link.	 <p>Invoices and Payments</p> <ul style="list-style-type: none">• Create Invoice• Create Invoice Without PO• View Invoices• View Payments						
2.	Fill in one of the following required fields: <ul style="list-style-type: none">• Invoice Number• Supplier• Purchase Order Click Search button	 <p>** Invoice Number <input type="text"/></p> <p>** Supplier <input type="text" value="▼"/></p> <p>Supplier Site <input type="text" value="▼"/></p> <p>** Purchase Order <input type="text"/></p> <p>Search</p>						
3.	In the Search Results section view the resulting Invoice information including: <ul style="list-style-type: none">• Invoice Date• Type• Purchase Order number• Due Date• Invoice Amount• Invoice Status• Paid Status• Payment Number	 <p>View <input type="text" value="▼"/> Detach</p> <table><thead><tr><th>Invoice Number</th><th>Invoice Date</th><th>Type</th></tr></thead><tbody><tr><td>1234456789</td><td>4/5/21</td><td>Standard</td></tr></tbody></table>	Invoice Number	Invoice Date	Type	1234456789	4/5/21	Standard
Invoice Number	Invoice Date	Type						
1234456789	4/5/21	Standard						



Step	Step Description	Navigation Hint																					
4.	Click Invoice Number link to view the invoice.																						
5.	The Invoice page is now visible.																						
6.	On the Lines tab review line details.																						
7.	Click the Payments tab to view payment details including: <ul style="list-style-type: none">• Payment Number• Payment Document• Status• Payment Date• Paid Amount• Payment Method	 <table><tr><th colspan="7">Payments</th></tr><tr><th>Number</th><th>Payment Document</th><th>Status</th><th>Reconciled</th><th>Payment Date</th><th>Paid Amount</th><th></th></tr><tr><td>45000007</td><td>CITY_CHECK</td><td>Negotiable</td><td>No</td><td>6/25/21</td><td>148.21 USD</td><td></td></tr></table>	Payments							Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount		45000007	CITY_CHECK	Negotiable	No	6/25/21	148.21 USD	
Payments																							
Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount																		
45000007	CITY_CHECK	Negotiable	No	6/25/21	148.21 USD																		
8.	Click the Done button to return to the search results.																						

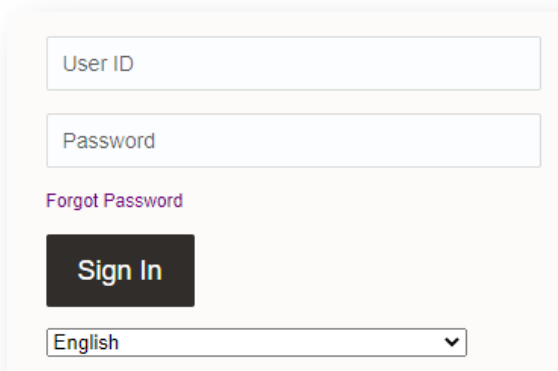
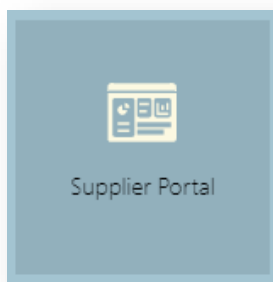


Create Invoices

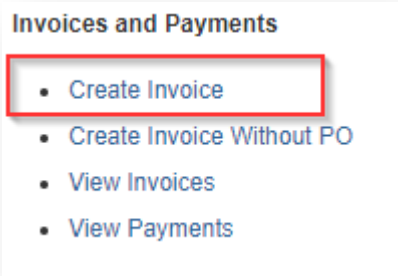



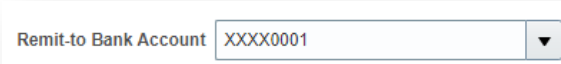
Role: Supplier Bidder, Supplier Customer Service Representative.

Objective: Learn how to create PO matched invoices in Supplier Portal.

Navigation Path: Home Page > Supplier Portal

Step	Step Description	Navigation Hint
1.	Log into Supplier Portal .	
2.	Within the Home Page functional area, click on the Supplier Portal icon. Note: You can access the functional tiles by clicking the Navigator icon in the upper left-hand corner of the page or clicking the homepage's functional area.	


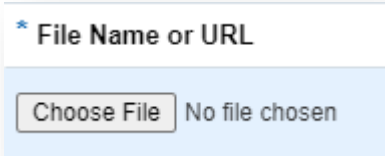
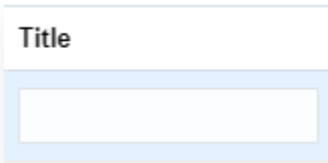
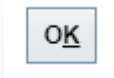

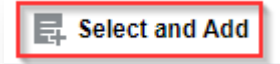


Step	Step Description	Navigation Hint
3.	From Tasks menu click the Create Invoice link.	 <p>Invoices and Payments</p> <ul style="list-style-type: none">• Create Invoice• Create Invoice Without PO• View Invoices• View Payments
4.	Select the Identifying PO using the drop-down arrow.	 <p>* Identifying PO</p>
5.	The Supplier Site will typically default. If not, select the Supplier Site from the drop-down list.	 <p>* Supplier Site</p>
6.	Select Tax Registration Number from the drop-down list.	 <p>Supplier Tax Registration Number</p>
7.	If your company is set up for ACH (electronic payment) select the Remit-to Bank Account from the drop-down list. If your company is requesting paper checks to be sent in the mail, leave this field blank.	 <p>Remit-to Bank Account XXXX0001</p>

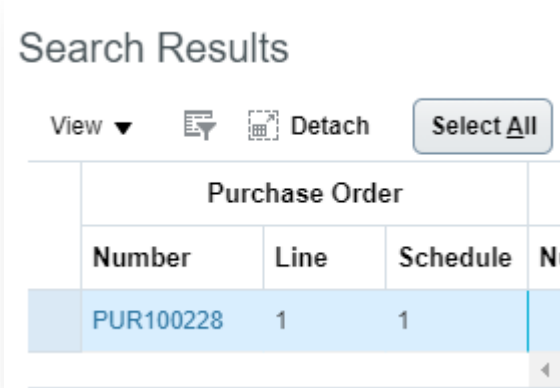

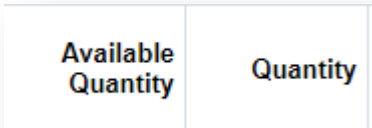
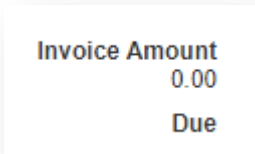


Step	Step Description	Navigation Hint
8.	<p>Optional:</p> <p>If you want your remittance to include some unique identifiers update these fields:</p> <ul style="list-style-type: none"> • Unique Remittance Identifier • Unique Remittance Identifier Check Digit 	
9.	<p>Enter the description in the Description Field.</p>	
10.	<p>Enter the Invoice Number.</p>	
11.	<p>Enter the Invoice Date.</p>	
12.	<p>Select the Type.</p>	
13.	<p>Enter the Invoice Description.</p>	
14.	<p>Click the Add (+) icon to add any attachments.</p>	

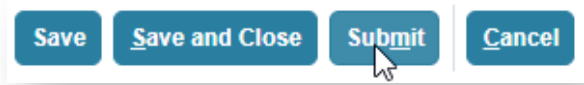


Step	Step Description	Navigation Hint
15.	Click on the file dropdown and select appropriate File Type .	
16.	Click on the Choose File button.	
17.	Type the title of the attachment in the Title Field .	
18.	Click the Ok button.	
19.	Click the Save button.	
20.	In the Lines section click the Select and Add icon.	
21.	The Select and Add: Purchase Orders window is visible. In the Search Results purchase order lines are visible.	



Step	Step Description	Navigation Hint
22.	<p>Select the desired lines to add to the invoice</p> <p>or</p> <p>Click Select All button to select all the PO lines.</p>	 <p>The screenshot shows a 'Search Results' window. At the top, there are buttons for 'View', 'Detach', and 'Select All'. Below these is a table titled 'Purchase Order' with columns 'Number', 'Line', and 'Schedule'. A row is highlighted with the values 'PUR100228', '1', and '1'.</p>
23.	Click the Ok button.	
24.	<p>Update all additional fields on the line(s).</p> <p>Note: Update the Quantity to less than or equal to the Available Quantity.</p>	 <p>The screenshot shows two input fields side-by-side. The first field is labeled 'Available Quantity' and the second is labeled 'Quantity'.</p>
25.	Review the Totals at the bottom of the page.	 <p>The screenshot shows a summary box with the text 'Invoice Amount 0.00 Due'.</p>



Step	Step Description	Navigation Hint
26.	Once completed, click the Submit button.	

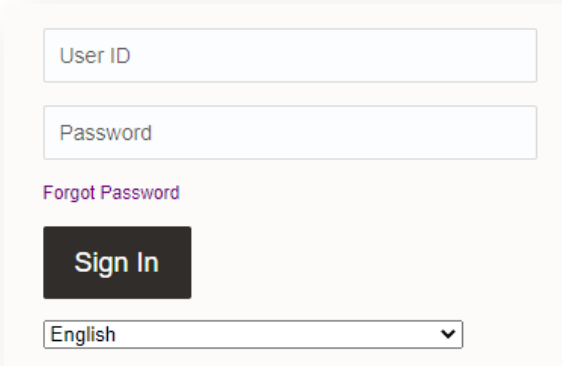
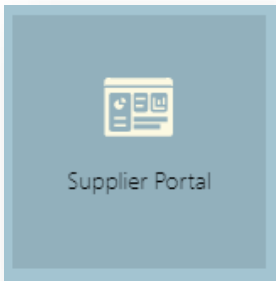


View Payments

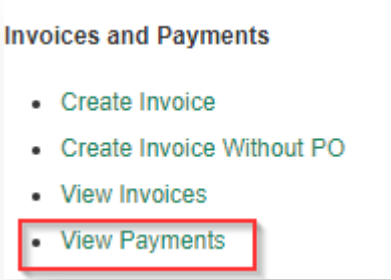
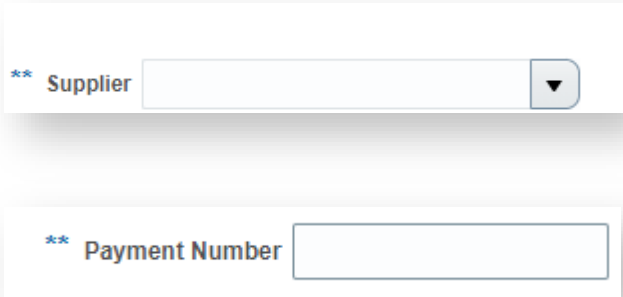
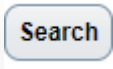
Role: Supplier Bidder, Supplier Sales Representative, Supplier Accounts Receivable Specialist, Supplier Customer Service Representative

Objective: Learn how to View Payments.

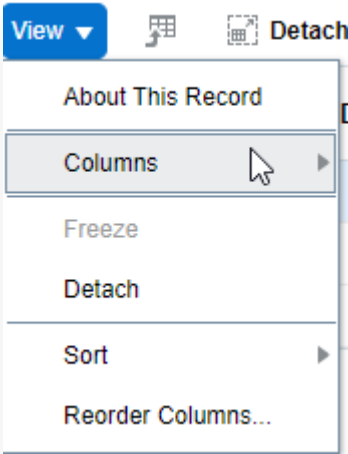
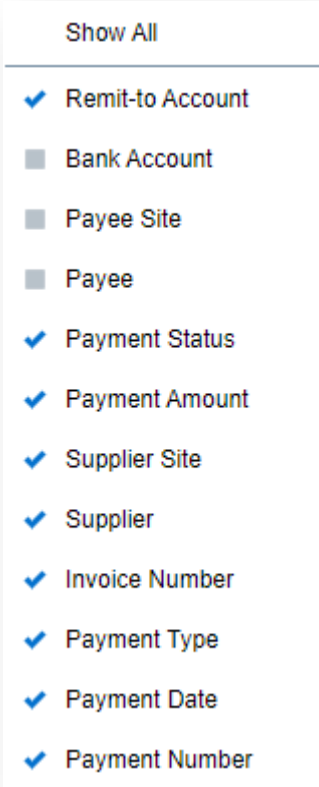
Navigation Path: Home Page > Supplier Portal

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Step	Step Description	Navigation Hint
3.	Click the dropdown arrow in the Supplier field and View payments	
4.	Select your Supplier Name from the drop down menu. Or Enter the Payment Number One of these fields is required to search.	
5.	Click the Search button. The Search Results are now visible.	
6.	Review Payment details including: <ul style="list-style-type: none">• Payment Number• Payment Date• Payment Type• Invoice Number• Supplier• Supplier Site• Payment Amount• Payment Status	



Step	Step Description	Navigation Hint
7.	<p>Select the View drop-down arrow to add/remove columns from the Search Results.</p> <p>Select Columns.</p>	
8.	<p>Select/Deselect the desired column(s).</p> <p>The search results table will be updated.</p>	



Step	Step Description	Navigation Hint								
9.	Click the desired Payment Number link to view payment details.	<div><div>Search Results</div><div><div>View ▼</div><div></div><div> Detach</div></div><table><tr><th>Payment Number</th><th>Payment Date</th></tr><tr><td>2217114</td><td>5/21/21</td></tr><tr><td>2216729</td><td>4/28/21</td></tr><tr><td>2216730</td><td>4/28/21</td></tr></table></div>	Payment Number	Payment Date	2217114	5/21/21	2216729	4/28/21	2216730	4/28/21
Payment Number	Payment Date									
2217114	5/21/21									
2216729	4/28/21									
2216730	4/28/21									
10.	The Payment screen is now visible. Review.									
11.	Click the Done button when you have finished reviewing the details.	<div><div>Done</div></div>								

Supplier Portal Support

We are available to assist you! Contact suppliersupport@chattanooga.gov or (423) 643-7230.